

Sample School

2013 DC - CAS Testing Schedule

Testing Plan Overview

- Materials are to arrive at Sample School April 19, 2013. Upon receipt of the materials a verification process will be implemented and upon completion the materials will be stored under double lock in the Vice principal's office in a locked cabinet.
- On each test day, the test administrator will sign for the materials that are to be used for that test day.
- On each day of testing, classrooms bulletin boards, hallways will be cleared of all curriculum related materials.
- At each test day, testing students will be met at the entrance. All electronic devices will be collected at this time.
- At the end of the test day, the test administrator will sign in the materials that were used for the test day.
- Upon completion of all testing, the materials will be boxed and sealed as specified by OSSE/CTB and stored in the principal's office.
- Pick up is scheduled for April.

Accommodations Testing Plan Overview (please include the following)

- Specific testing locations, identification of test administrator and proctor and tested/allowable accommodations by examinee.
- Upon request, copies of IEPs indicated allowable accommodations for testing for students of special populations.
- Inventorying and receipt of items used to accommodate special needs students during testing.

Please Indicate Date Here

7:15am Training for the testing staff: test guidelines, testing security, etc. (Breakfast provided)

Please Indicate Date Here

Test prep celebration - TBA

Please Indicate Date Here

7:30 Breakfast in the Cafeteria for all students and staff

8:00 9th graders dismissed to testing rooms with proctors
Pre-testing activity for 10th graders (stretching, yoga, etc.)

8:15 Teachers and 10th grade students report to their assigned classrooms. Testing materials, timer and pencils, etc. will be delivered (teachers must sign for them.)

10th Graders

Room 315 (Elle)

Room 309 (Sam)

Room 311 (Mule)

Room 317 (Johns)

Hall proctor - Adam

Room 308 (Tate)

Room 306 (King)

Room 319 – ext. time (Bermuda)

9th Graders

Room 324 (Dawson)

Room 326 (Stewart)

Room 327 (Cho)

Room 329 (Matthew)

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Room 331 (Ford)

Room 334 (Drew)

Room 335- ext. time (Jeff & Haley)

Hall proctor - Pett

8:20 Students seated in assigned testing rooms.

Teachers take attendance

Teachers begin Test Instructions

8:30 Testing begins (each teacher will have a timer and begin the testing when his or her room is ready).

All testing times are approximate: students may continue working until finished. Your room CANNOT move to the next section until everyone in the room has finished.

READING Session 1 (60 MINUTES)

9:30 Testing ends. Before break instruct students to do the following: Close the test booklet and place their answer sheet inside the test booklet.

Break (students should remain in the testing room – they may go to the restroom one at a time)

9:35 Testing begins

READING Session 2 (60 MINUTES)

10:35 Gather the testing materials (instruct students to do the following: Close the test booklet and place their answer sheet inside the test booklet.) Someone will deliver a light snack for the students. Allow them to take a 15 minute break – they should not leave the room (they may go to the restroom one at a time).

DO NOT LEAVE TESTING MATERIALS UNSUPERVISED.

10:50 Testing resumes. Distribute the testing materials to the students (each teacher will have a timer and begin the testing when his or her room is ready).

READING Session 3 (60 MINUTES)

11:50 Testing ends

Break (students should remain in the testing room – they may go to the restroom one at a time)

11:55 Testing begins

READING Session 4 (60 MINUTES)

12:55 Testing ends. Teachers collect all testing materials **(DO NOT DISCARD ANYTHING!!)**
Ms. Smythe will pick up all testing materials.

DO NOT DISMISS STUDENTS UNTIL THE ANNOUNCEMENT IS MADE

(Note – when the announcement is made please **ESCORT** all students to the Gym)

Materials **MUST** be collected from each room and accounted for before students are dismissed.

Wednesday, April 18, 2012

7:30 Breakfast in the Cafeteria for all students and staff

8:00 9th graders dismissed to testing rooms with proctors
Pre-testing activity for 10th graders (stretching, yoga, etc.)

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8:15 Teachers and 10th grade students report to their assigned classrooms. Testing materials, timer and pencils, etc. will be delivered (teachers must sign for them.)

10th Graders

Room 315 (Elle)
Room 309 (Smith)
Room 311 (Mule)
Room 317 (Johns)
Hall proctor - Adam

Room 308 (Tate)
Room 306 (King)
Room 319 – ext. time (Bermuda)

9th Graders

Room 324 (Dawson)
Room 326 (Stewart)
Room 331 (Ford)
Room 335- ext. time (Jeff & Hawk)
Hall proctor - Prettt

Room 327 (Cho)
Room 329 (Matthews)
Room 334 (Dawson)

8:20 Students seated in assigned testing rooms.
Teachers take attendance
Teachers begin Test Instructions

8:30 Testing begins (each teacher will have a timer and begin the testing when his or her room is ready).
MATH – Session 1 (60 minutes)

9:30 Session 1 ends. Break (students should remain in the testing room – they may go to the restroom one at a time)

9:35 Begin testing
MATH – Session 2 (60 minutes)

10:35 Session 2 ends
Gather the testing materials (instruct students to do the following: Close the test booklet and place their answer sheet inside the test booklet.) Someone will deliver a light snack for the students. Allow them to take a 15 minute break – they should not leave the room (they may go to the restroom one at a time).

DO NOT LEAVE TESTING MATERIALS UNSUPERVISED.

10:50 Testing resumes (each teacher will have a timer and begin the testing when his or her room is ready).
MATH – Session 3 (60 minutes)

11:50 Session 3 ends. Break (students should remain in the testing room – they may go to the restroom one at a time)

11:55 Session 4 begins
MATH – Session 4 (60 minutes)

12:55 Testing ends. Teachers collect all testing materials ***(DO NOT DISCARD ANYTHING!!)***
Ms. Carter will pick up all testing materials.

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DO NOT DISMISS STUDENTS UNTIL THE ANNOUNCEMENT IS MADE

(Note – when the announcement is made please escort all students to the Gym)

Materials MUST be collected from each room and accounted for before students are dismissed.

Thursday, April 19, 2012

7:30 Breakfast in the Cafeteria for all students and staff

8:00 9th graders dismissed to testing rooms with proctors
Pre-testing activity (stretching, yoga, etc.)

8:15 Teachers and 10th grade students report to their assigned classrooms. Testing materials, timer and pencils, etc. will be delivered (teachers must sign for them.)

10th Graders

Room 315 (Elliott)

Room 309 (Smith)

Room 311 (Mulvehill)

Room 317 (Johnson)

Hall proctor - Abraham

Room 308 (Tatum)

Room 306 (King)

Room 319 – ext. time (Bermudez & Sabal)

9th Graders

Room 324 (Dwyer)

Room 326 (Stewart)

Room 331 (Ford)

Room 335- ext. time (Jeff & Hawk)

Hall proctor - Pratt

Room 327 (Tsou)

Room 329 (Matthews)

Room 334 (Drew)

8:20 Students seated in assigned testing rooms.
Teachers take attendance
Teachers begin Test Instructions

8:30 Testing begins (each teacher will have a timer and begin the testing when his or her room is ready).
All testing times are approximate: students may continue working until finished. Your room CANNOT move to the next section until everyone in the room has finished.

COMPOSITION- ROUGH DRAFT (60 MINUTES)

STUDENTS MUST WRITE THEIR NAME ON THEIR DRAFT PAPER

ALL DRAFT PAPER MUST BE RETURNED

(Please tell students in advance that you must collect all draft paper so they should not write anything on it they do not want anyone to see.)

9:30 Testing ends
Break (students should remain in the testing room – they may go to the restroom one at a time)

9:45 Testing begins

COMPOSITION - FINAL (60 MINUTES)

11:00 Testing ends. Teachers collect all testing materials **(DO NOT DISCARD ANYTHING!!)**

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Ms. Carter will pick up all testing materials.

DO NOT DISMISS STUDENTS UNTIL THE ANNOUNCEMENT IS MADE

(Note – when the announcement is made please take the students to the Eagle's Nest)

Tuesday, April 24, 2012

7:30 Breakfast in the Cafeteria for all students and staff

8:15 Teachers and students in assigned classrooms to receive testing materials, timer and pencils.
Materials will be delivered (teachers must sign for them.)

Room 308 (Elliott)

Room 309 (Johnson)

Room 306 - ext. time (Bermudez)

8:20 Students seated in assigned testing rooms.
Teachers take attendance
Teachers begin Test Instructions

8:30 Testing begins (each teacher will have a timer and begin the testing when his or her room is ready).
BIOLOGY SESSION 1 (50 MINUTES)

9:20 Testing ends
Break (students should remain in the testing room – they may go to the restroom one at a time)

9:25 Testing resumes

BIOLOGY SESSION 2 (50 MINUTES)

10:05 Gather the testing materials (instruct students to do the following: Close the test booklet and place their answer sheet inside the test booklet.) Someone will deliver a light snack for the students. Allow them to take a 15 minute break – they should not leave the room (they may go to the restroom one at a time).

DO NOT LEAVE TESTING MATERIALS UNSUPERVISED.

10:20 Testing resumes

BIOLOGY SESSION 3 (45 MINUTES)

11:05 Testing ends. Teachers collect all testing materials **(DO NOT DISCARD ANYTHING!!)**
Ms. Carter will pick up all testing materials.

DO NOT DISMISS STUDENTS UNTIL THE ANNOUNCEMENT IS MADE

Materials MUST be collected from each room and accounted for before students are dismissed.

Students dismissed for the day upon announcement.

Thursday, April 26, 2012

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8:50 Health students report to testing rooms. Testing materials delivered

Room 308 (Elliott)

Room 309 (Johnson)

Room 306 - ext. time (Bermudez)

8:55 Testing begins

SESSION 1 (35 MINUTES)

9:30 Testing ends

Break (students should remain in the testing room – they may go to the restroom one at a time)

9:40 Testing begins

SESSION 2 (35 MINUTES)

10:15 Testing ends. Teachers collect all testing materials **(DO NOT DISCARD ANYTHING!!)**
Ms. Carter will pick up all testing materials.

DO NOT DISMISS STUDENTS UNTIL THE ANNOUNCEMENT IS MADE
(Note – when the announcement is made please dismiss students to return to their classes)

Make- up Testing – Afternoons.